



A guide on how and where to pay your fine



Introduction

If the court has told you to pay a fine this means that you or someone you are responsible for has broken the law. YOU must pay money you owe.

How to pay your fines



- Credit or Debit card



- Online at:
www.gov.uk/pay-court-fine-online



- Telephone: (0300 790 9901 or 0300 790 9980). To pay by telephone you will need the 'division code, which can be found on the back of your fine notice.



- Cash Payment card. (To do this, contact the Enforcement Office to check if you are allowed to pay by this method and then ask them to send you the card).



- Standing order/Direct Debit. (To set this up you need to ask the Enforcement Office if you are allowed to pay by this method).



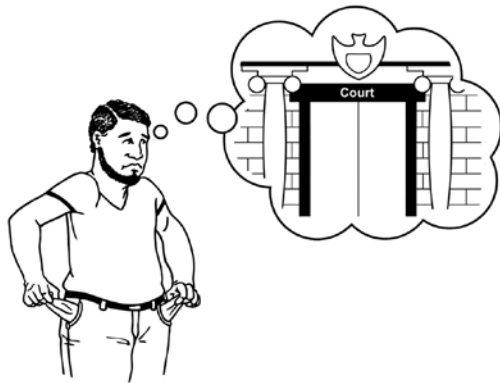
- Taken out of some types of benefits or from your pay.



- You will always need to have the Fine Account number and division code for your fine to make any payment. These can be found on the form you are given in court OR on the form that is sent to you by post telling you what you have to pay (this is called your 'Fine Notice').



- You must pay the fine on the date you are told to (or before this date). Do not leave it until after this date.



- If you cannot pay the fine it is important that you do not ignore the problem. You should contact the Enforcement Office straight away to let them know. The contact number will be at the top of any letters sent to you about your fine.



- You must also tell the court if you move house or your personal details or situation has changed.

What happens if I do not pay my fine?



- If you are over 18 years old and do not pay a fine that the court has asked you to pay (on the same day or over an agreed period of time) then the following things may happen to you:



- Bailiffs may take away and sell things from your home. You will be asked to pay extra money for the cost of the bailiffs (up to £300).



- A warrant may be issued. This means that you will be arrested straight away.



- Details of your fine will go on a national register of fines. This may affect your chances of getting a mortgage, loans or credit cards in the future.



- Your vehicle may be clamped and sold.



- The court may ask you to pay an even bigger fine.



- You may be sent to prison.

Need Help?



For more information or advice on how to pay your fine, or if you have any questions about your fine please call the Enforcement Office.

If you need legal advice on what your rights are or if you need help to understand your money and your situation you can contact these organisations:



National Debt Line: **0808 808 4000**

or

www.nationaldebtline.co.uk



Citizens Advice Bureaux:

England: 08444 111 444

Wales: 0844 477 2020

or

www.citizensadvice.org.uk



If you have any questions about paying your fine or if your name or address have changed you should contact the Enforcement Office.

You will need to contact the Enforcement Office in your area.

The number will be at the top of any letters sent to you about your fine.

This leaflet was commissioned by the Department of Health (Offender Health) and designed by the advocacy organisation 'CHANGE' (www.changepeople.co.uk).

Thanks also to the 'Working for Justice' group who helped to design the leaflet. This is a Prison Reform Trust/ KeyRing Living Support Networks run group, the members of which are ex-offenders with learning disabilities (www.keyring.org/wfj).

The leaflet is the property of HM Courts & Tribunals Service (Enforcements department).